



## THE HEATHMAN LODGE

7801 NE Greenwood Drive, Vancouver Washington 98662

Phone | 360-254-3100 Toll Free | 888-475-3100 Web | [www.heathmanlodge.com](http://www.heathmanlodge.com)

July 12, 2013

Ms. Lisa Snively  
NHRMA  
2767 22nd Street SE  
Salem, OR 97302

Dear Lisa,

Thank you for choosing The Heathman Lodge as the site of your event on January 24 & 25, 2014. We look forward to welcoming you and your guests.

Please find below the Catering Confirmation Agreement covering your upcoming event. After reviewing, should everything meet with your approval, please sign and return a copy of this agreement by Friday, July 19, 2013.

I look forward to working with you to plan a most successful event.

Sincerely,

Katy Shumaker  
Catering Manager

Enclosures

**CATERING CONFIRMATION AGREEMENT**

Name of Organization: Northwest Human Resource Management Association  
Contact Name: Lisa Snively

Address: 2767 22nd Street SE  
Salem, OR 97302

Posting Name of Event: NHRMA

**FUNCTION RESERVATION INFORMATION:**

Date of Function: 01-24 & 25, 2014  
Time: See Below  
Type of Function: Meetings  
Estimated Attendance: 12

Date	Time	Event	Function Space	Setup Style	Att.	Rental Rev.
01-24-14	09:00 AM-05:00 PM	Meeting	Sacajawea	U-Shape	12	Waived
	06:00 PM-09:00 PM	Dinner	Sacajawea	U-Shape	12	-----
	09:00 PM	Hospitality Suite	Guestroom Suite	Existing Set	12	\$99.00 guestroom rate
01-25-14	08:00 AM-01:30 PM	Meeting	Sacajawea	U-Shape	12	-----
	01:30 PM-02:30 PM	Lunch	Mezzanine	Existing set	12	-----

**GUARANTEES ON ALL FOOD AND BEVERAGE:**

Please confirm your attendance at least five business days in advance. If no guarantee is received, the original expected attendance will be used. Charges are predicated upon factors pertaining to the entire program. Revisions with group counts, times, dates or meal functions may necessitate the renegotiations of charges. The Patron is financially responsible for the final guarantee due by:

**FINAL GUARANTEE DUE:** Friday, January 17, 2014

**SERVICE CHARGES AND TAX:**

All food, beverage and audiovisual prices are subject to a 20% service charge and 8.4% sales tax. Tax and Service Charge subject to change.

**CONFIRMATION OF SET UP REQUIREMENTS:**

Final menu items, room arrangements, and other details pertaining to this function must be received 30 days prior to the function. Unless otherwise stated in this confirmation agreement the hotel reserves the right to change function rooms at any point in the planning should the number of attendees increase, decrease, or when the hotel deems it necessary.

Should the hotel be asked to make what we consider to be major modifications to the event room set up after we have set the room to the agreed upon arrangement, a charge of \$75.00 per hour will apply. The room change fee will be discussed with the on-site contact before the change is completed.

**GUESTROOMS:**

15 guestrooms are being held for the night of Friday, January 24, 2014 on our Business Floor at a rate of \$99.00 plus taxes, per room. Attendees can call 888-475-3100 to make their guestroom reservations and identify themselves with NHRMA to receive the discounted guestroom rate. The rooms will be on hold until Friday, January 3, 2014. Any rooms that have not been reserved at that time will be returned to the Hotel at no penalty to NHRMA.

**DEFINITE CONFIRMATIONS:**

The above function space is being held on a tentative basis. Please sign this confirmation agreement and return it to the hotel on or before July 19, 2013 for the hotel to consider the above function and relating space definite and confirmed. The requirement of a non-refundable deposit has been waived at this time. However, in the event of cancellation of the organization above agrees to abide by the cancellation policy outlined in this agreement.

**CREDIT ARRANGEMENTS:**

Please complete the enclosed credit card authorization form and return it with your signed confirmation within the time specified above. If credit has been established, payment is due upon receipt of the statement. In the event billing is not approved, a deposit schedule will be set up for pre-payment of the function.

**CANCELLATION POLICY:**

If the hotel is advised that this definite booking be cancelled, a cancellation fee will be charged as follows:

<b><u>DATE OF CANCELLATION</u></b>	<b><u>CANCELLATION FEE</u></b>
July 12, 2013 – December 31, 2013	\$200.00
January 1, 2014 – January 24, 2014	\$575.00

**MINIBAR FEES:**

A \$50.00 minibar set up fee will apply for groups of 45 people or less. A minibar includes one offering of each of the most popular liquors, one domestic beer, one microbrew beer and our house Maryhill wines.



**CORKAGE FEES:**

A Corkage Fee of \$20.00 per bottle will apply should you choose to bring in your own wine or Champagne.

**CARVING FEES:**

A \$100.00 Carver Station/Food Attendant fee will apply when services are requested or required.

**CAKE CUTTING FEES:**

A Cake Cutting fee of \$2.50 per guest will apply when services are requested or required.

**COAT CHECK FEES:**

A Coat Check Fee of \$50.00 will apply for a secure room and attendant.

**MENU TASTING FEES:**

Menu tastings are available for up to (4) guests and can be arranged no sooner than 90 days prior to your event. A fee of ½ of the contracted menu price will be charged to the group. The following items are excluded from a tasting menu: hors d'Oeuvres, buffet items and salads.

**ENTERTAINMENT:**

Due to the proximity of your function room to the guestroom areas of the hotel, bands are not allowed to perform in any of our banquet space. Music must be kept at an acceptable level as determined by the manager on duty. We reserve the right to request all entertainment conclude by 10:00pm Monday–Thursday and 11:00pm Friday-Sunday.

**GUEST ROOM FUNCTIONS:**

It is the policy of The Hotel not to make guestroom or suite accommodations available to minors or to be used for after hour's parties. Any intended use of the guestroom or suite that you have reserved for such purpose is grounds for cancellation of your reservation. If the hotel learns that such a party is in progress, and particularly if we have reasonable grounds to suspect that alcoholic beverages are being consumed or that other illegal activity is taking place, the hotel reserves the right to evict the occupants.

**SIGNAGE / USE OF HOTEL NAME:**

NHRMA may use organizational signage in the hotel as long as it is professionally printed and pre-approved by the hotel. NHRMA shall not use the name, trademark, logo, or other proprietary designation of the hotel in any advertising or promotional materials without the prior written approval of the hotel. NHRMA should contact the sales and catering department of the hotel to request hotel advertising materials.



**SIGNS AND BANNERS:**

The Hotel reserves the right to approve all signage. All signs must be professionally printed. No signs are allowed on the guestroom levels, elevators or main lobby areas of the hotel or building exterior. Printed signs outside the function rooms, on the ballroom level only, should be on an easel. The affixing of anything to the walls, floors or ceilings of rooms, with nails, staples, tape or any other substance is not permitted without specific permission from the Hotel. In the event this is done without permission and damages are suffered, the cost of repair and/or replacement will be billed to the occupant. A fixed cost of \$25.00 per banner will be billed to the guest.

**FOOD AND BEVERAGE OUTSIDE OF HOTEL:**

All food and beverage will be provided by the Hotel and will be consumed within the time frame of the event as stated in the original contract. The Hotel reserves the right to confiscate food or beverage that is brought into the Hotel in violation of this policy without prior arrangements with the Catering Department.

**ALCOHOL AND MINORS:**

The Hotel does not permit the serving of alcoholic beverages to anyone under the age of twenty-one (21), or under the influence of alcohol, in accordance with the Washington State Beverage Control Regulations. The Patron understands and agrees to abide by this policy and to uphold the laws of the State of Washington.

**PARKING:**

The Heathman Lodge features complimentary onsite parking. Street side parking is available at no cost. Parking in local Business/Office/Retail lots is prohibited during normal business hours Monday - Friday/ 8:00 a.m. - 5:00 p.m. Non-permitted parking in these lots will be subject to tow at the owner's expense. The Heathman Lodge is not held responsible for any damage(s) as a result of theft, tow and/or vandalism.

**EQUIPMENT:**

The hotel will provide, at no charge, a reasonable amount of meeting equipment i.e. chairs, tables, linens, etc. These complimentary arrangements do not include special set-ups or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs. If such is the case, the hotel will offer you the choice of paying for the rented equipment or changing the set-up to fit the supply on hand.

**SECURITY:**

Security services are the responsibility of your organization. The Hotel Director of Security must approve the chosen security firm. No armed guards are permitted in the hotel. NHRMA assumes full responsibility and liability for the losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises, and shall indemnify and hold harmless The Heathman Lodge and any authorized representative, agent, or employee of the hotel.

**IMPOSSIBILITY:**

Should events beyond either party's control, such as strikes, act of God, dangerous weather conditions or civil disturbance, have the effect that 50% or more of anticipated guests will be unable to attend, thus materially affecting the party's ability to perform, this agreement shall be terminated without prejudice. However, there shall be no right of termination for the sole purpose of holding this meeting at another facility or for the sole purpose of booking another organization.

**CONDITIONS OF AGREEMENT:**

The Patron agrees to begin the function at this scheduled time and to have guests and invitees vacate the designated function space at the designated vacate time. The Patron further agrees to reimburse the Hotel for any overtime wage payments, other expenses or damages incurred by the Hotel because of the Patron's failure to comply with Hotel regulations.

In the event the Patron is a Corporation, Partnership, Association, Club or Society, the person signing this agreement for the entity represents to the Hotel that he/she has full authority to sign such a contract. In the event that he/she is not so authorized, he/she will be personally liable for the faithful performance of this contract.

**GUESTS RESPONSIBILITY:**

The organization scheduling an event agrees to assume full responsibility for the conduct of its members. The organization assumes liability for charges (labor, storage, etc.) incurred as a result of materials (i.e. literature, audiovisual and equipment, books, etc.) being shipped to the Hotel.

**MATERIALS SENT TO THE HOTEL:**

Due to the layout of the Hotel, it is possible to store a small amount of display materials and/or show materials. In the event materials are to be shipped to the hotel in advance of your function, please follow the instructions below:

\*The Hotel must be notified in advance that materials are being sent. The Hotel must be informed of the quantity, arrival date and shipper at least one working day and no sooner than 3 working days prior to the groups arrival. Material shipped prior to 3 days will be charged a \$25.00 storage fee per day per parcel.

\* Each piece received must be labeled with the name of the meeting, date of the meeting, and sales manager responsible for booking the meeting.

\*Groups must make arrangements to ship their materials out of the hotel. The Patron is responsible for sealing and billing arrangements.

\*The Hotel will store properly sealed and labeled materials for up to 3 days following the function.

**HOLD HARMLESS CLAUSE:**

The Patron assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the patron's displays, equipment and other property, brought upon the premises of the Hotel. The Patron shall indemnify and hold harmless the Hotel, agents, servants and employees from any and all such losses, damages and claims.

If the Hotel and/or the Hotel Catering Department do not receive a duly signed copy of this Agreement by **July 19, 2013**, the Hotel shall be released from all obligations and conditions of this agreement.

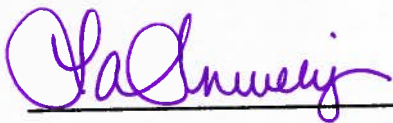
**Hotel Representative:**

\_\_\_\_\_  
Katy Shumaker  
Catering Manager

July 12, 2013

Date

**Patron Representative:**



07/15/2013



## CREDIT CARD FAX AUTHORIZATION

I, Lisa A. Snively, give authorization to The Heathman Lodge located at 7801 NE Greenwood Drive, Vancouver, WA 98662 to charge my credit card to pay for:

(Check all that apply OR enter amount in to be charged)

Hotel Guestroom Charges		Hotel Food / Banquet Charges	
Room & Tax	✓	Group Deposit	✓
Room, Tax and all Incidentals		Banquet Room & Meals	✓
Incidentals Only		Banquet Room Only	
Amount Of Charge		Banquet Meals Only	

Name As It Appears On Credit Card: Lisa Snively

My Credit Card Number Is: 4313-0730-2307-9958

Expiration Date: 08/15

The Billing Address For This Credit Card Is: PO Box 4095

City, State and Zip Code: Salem OR 97302

The Telephone Number At The Billing Address Is: 503-581-6469

Guest Name Is: Lisa Snively

Reservation Number: \_\_\_\_\_

Date of Arrival: 01/24/2014 Date of Departure: 01/25/2014

Please include a copy of the credit card (front & back) & a copy of a state ID card or drivers' license.

A fax photocopy of this authorization shall be as valid as the original.

Guests using this authorization must present proper photo ID upon check in.

Signature of credit card holder: Lisa Snively

Date: 01/15/2013

Shipping Address: \_\_\_\_\_



